

Check - In Guide

Newcomer Name: _____, Rate: _____, Division: _____			
Spouse:	_____		
Children:	_____	age _____	_____
	_____	age _____	_____
	_____	age _____	_____
Pet:	_____		

- Report no later than date: _____
- Manifested on flight: _____
- Mailing Address: _____

- Phone #'s: Work DSN: _____ COMM: _____
 Home: _____ E-mail: _____
- Welcome aboard package mailed: _____
- Sponsor letter mailed: _____
- Navy Lodge/BEQ reservations made: _____, Reservation #: _____,
confirmed: _____.
- Area Orientation Dates: _____ Day Care arranged: _____
- ICR reservations made? _____ Dates: _____ Day Care arranged? _____
- Prevent class for all E-5 and below (Mandatory for Navy) date: _____
ADAMS class for E-5 - O-4 (Every 5 years): _____
NR & R Workshop: _____
Disaster Prep Course (Mandatory for Navy): _____
- Ration Cards for cigarettes and alcohol are obtained from PSD or individual element.

HELPFUL PHONE NUMBERS

<u>ORGANIZATION</u>	<u>PHONE #</u>	<u>NOTES</u>
ADAMS Class	626-5500	_____
Air Terminal	626-5283/5224 /5369	_____
BEQ/BOQ (Capo Inn)	626-5250/4336	_____
Carney Park Teen/Youth Center	081-526-2151	_____

CDC's - Capodichino	626-5116	_____
Support Site	629-4989	_____
CMVRO	629-6876	_____
Disaster Prep	626-5303	_____
Fleet & Family Support Center	629-6372/6549	_____
Housing - Capodichino	626-4296	_____
Support Site-Economy	629-4466	_____
Support Site-Government	629-4664	_____
HRO	626-5409/5758	_____
ICR	629-6551/52/55	_____
Legal/Sojourner Permits	626-4576	_____
Navy Lodge	629-6289	_____
With room connectivity	081-813-3443	_____
NR & R Workshop	626-5629/8	_____
Personal Property	629-6778	_____
POV Processing Center (POV Lot)	629-6768/6522	_____
Prevent Class	626-5500	_____
PSD	626-5050/2941	_____
Public Works	626-5636/6861	_____
SATO	626-4253	_____
Schools - High School	629-4061	_____
Elementary School	629-4037	_____

Pre-arrival Check List

- ✓ A few things to pass on to your newcomer the 1st time you contact them:
 - Need permanent childcare in the CDC? To get their kid(s) into the CDC, you submit the application **AT LEAST 6 MONTHS BEFORE THEY ARRIVE**. Advance planning is essential and absolutely paramount for newcomers who need child care assistance.
 - Keep a copy of your car registration in your wallet or with the “important” papers that you carry with you. CMVRO **CANNOT** register your POV without it.
 - You must have a motorcycle endorsement on your stateside driver’s license to buy/sell/drive a motorcycle in Italy.
- ✓ Sponsor located in Naples should attend Sponsorship Training course and pick-up Welcome Aboard Package. Check with Command Sponsor Coordinator or FFSC for details.
- ✓ Write a Welcome Aboard letter. Check sponsor package received in sponsorship training for a sample letter. Send Welcome letter & Welcome Aboard package to newcomer.

- ✓ Reserve hotel space. Remember to ask new arrival about pets so that you may reserve kennel space. Remember having a pet is not a reason to bypass the Navy Lodge Gricignano for reservations.
- ✓ Schedule newcomer and spouse, if applicable, for Intercultural Relations (ICR). No children under 13.
- ✓ Make reservations for child care if needed for Area Orientation and ICR dates.
- ✓ Gas coupons-An additional allowance of 100 liters above your authorized maximum for up to two months (200 liters total) may be purchased by sponsors to assist their newcomer. The newcomer can use these coupons if they are getting a rental car (you must buy the coupons 1st and then you can give them to the newcomer). Sponsors must submit a statement on Command letterhead to the Central Motor Vehicle Registration Office (CMVRO) certifying their sponsorship duty to obtain additional gas ration. This letter must contain the following: Sponsors Name & SSN, Newcomer Name & SSN, Newcomer arrival date & months coupons are needed. Must be signed by the command OIC or CO. Apply for them not before their actual date of arrival, but within the same month of arrival.
- ✓ Try to make an advanced schedule to include PSD mass check-in, Area Orientation, ICR, house hunting, etc. and let your supervisor know of the time you will need. Coordinate as needed.
- ✓ Verify the port call date of newcomer & confirm hotel reservations.
- ✓ Pick up school registration packet at Support Site. Many of these can be filled out in advance. Mail forms to newcomer with return addressed envelope.
- ✓ Recommended that service member save DLA entitlement to move into economy housing. (Two month's rent is required at time of move in).
- ✓ Advise Newcomer family to travel with necessary car/booster seats as there is limited availability here.
- ✓ Civilians: Should be made aware that dental care is provided on a Space A basis (very limited) for adults at the Military Dental clinics. Processing of medical claims will vary according to individual insurance plans.

Arrival Sequence of Events

- ❑ If arriving from Rome, pick them up at the Fiumicino airport in Rome. (The US Airways bus that used to go from Rome to Naples has been suspended as of October 31, 2002.) Be sure to have proper transportation for transport to hotel with enough room for baggage and other items. Take them to check in with PSD and leave Navy Service Records. They will have to catch the next PSD mass check-in (Location is at the Community Center at the Village Forum, Gricignano starting at 0800 normally on Monday morning) .For confirmation of mass Check in service please call 626-5050 or 2941.
- ❑ Government Vehicles are authorized for use in transporting your newcomer and their family directly from point of pick-up to Navy Lodge or barracks. They are also authorized to go to the Commissary/NEX. Can check out a vehicle from PWC (subject to availability) if your command does not have a vehicle.
- ❑ Friday- The MAC flight usually arrives Friday 0600-1300. Call the Air Terminal to verify arrival time and meet newcomer at Capodichino Air Terminal.
 - ◆ If arriving at the Capodichino Air Terminal-ensure that newcomer checks in with PSD representative at the terminal to turn in Navy Service Record & Pay Record. They will retain health and dental records (including family members) until the first day of Area Orientation.
 - ◆ Take newcomer to commissary & NEX to buy some necessities.
 - ◆ Take to new residence. When you get them to the Navy Lodge/Support Site, don't just drop them off & leave. Take the time to show them how to operate the appliances/heat/AC. A Navy Lodge employee or neighbor @ the Support Site should be able to help with this if you do not know how or have forgotten.
 - ◆ Take them to dinner so they get a full meal (Ciao Hall, Capo Landing, Burger King, or out in town, etc), which helps adjust to the time difference.
 - ◆ Inform them about the home to work base shuttle bus. If the newcomer is not staying at the Navy Lodge discuss and arrange transportation to Monday morning Mass Check In for Active

Duty Military and/or CAPO for Civilian check in as required. It is the sponsor's responsibility to get the newcomer to the right place at the right time.

Monday-0800

- ◆ **Navy Family Members** report to FFSC, Village Forum at 0800 for Sojourner Permit processing, to include having pictures taken. Bring Passport with Visa for each family member.
- ◆ **Active Duty Navy** report to Mass Check In at 0800 at the Community Center, Village Forum to process travel claim and in-process. Bring service record if you haven't already turned it in, as well as all travel receipts.
- ◆ **Civilians** have two choices:
 - Report to FFSC at 0800 to complete Sojourner Permit process at the Support Site, and be available at 1130 for the Housing segment (also at the Support Site)
 - Or, Report to Human Resources Office at CAPO to in process, and do Sojourner Permit process independently at CAPO.

Monday-1130

- ◆ All single sailors assigned to the Barracks report to the BEQ Support Site recreation room (ground floor of the Support Site Barracks near the front desk) for mandatory Barracks brief.
- ◆ All others report to the Community Center, Village Forum, Support Site for Housing Essentials brief.

Monday as schedule permits

- ◆ Register children for school, as required.
- ◆ Arrange/Confirm Child care, as needed. After the Sojourner Permit pictures are taken (the Fleet and Family Support Center takes pictures of all Navy and Civilian dependants), the kids can be dropped off @ the CDC if space is available, the child must be 5 years of age or younger. The CDC also has lists of Home Daycare Providers. The CDC rep will give a voucher to be signed each day by the AO or ICR facilitator. **It is the responsibility of the newcomer** to get a signature verifying daily attendance and must be done each day. MWR will ONLY pay for documented attendance.
 - For CDC
 - ✓ Passport/Visa
 - ✓ Copy of orders
 - ✓ 2 Changes of clothes
 - ✓ Copy of birth certificate
 - ✓ Copy of shot record
- ◆ Check on Personal Property, POV, etc.

Tuesday-Area Orientation/ Meet and Greet

- ◆ Where/When-Community Center, Village Forum, Support Site from 0800-1200.
- ◆ Meet and Greet from 0800-0900 (Tuesday)
- ◆ Who can come-Service member and family/dependents. What to bring-
 - For self & whole family
 - ✓ Drivers licenses (photo copy of Valid state side license)
 - ✓ Copy of orders(at least 5)

Wednesday-Area Orientation

- ◆ Where/When-Support Site Community Center from 0815-1300.
- ◆ Who -Service member and family/dependents. Discourage attendance of children due to adult learning environment. (The kids can be dropped off @ the CDC if space is available or on a prearranged basis.)
- ◆ What to bring-Bring for self & whole family-Medical and Dental Records.

Select Thursdays

- ◆ Where/When-Capodichino Theater Lobby from 0930-1200. There is a bus that picks up from the Support Site the Village Forum @ 08150 to CAPO,.
- ◆ Who should come-All Sojourner applicants 18 years or older. The kids can be dropped off @ the CDC if space is available or on a prearranged basis.

- ◆ What-Fingerprinting by Italian Officials to complete final step in Sojourner application process. Bring document Navy Legal Service gave you to give to Italian Officials (with the picture stapled to the passport information).
- ◆ **Do not initiate this fingerprinting process until you have submitted your Sojourner Permit application with Navy Legal Service Office.**
- Thursday-CAPO walking tour/Area Orientation bus tour of the bases.
 - ◆ Where/When-From 0830-1600. There is a bus that picks up from the Capo Inn @ 0745 then the Support Site Village Forum @ 0815. At 0815 the bus heads back to CAPO for walking tour/fingerprinting(select Thursdays) and afternoon bus tour of military bases in Naples area.
 - ◆ All newcomers invited.
 - ◆ Itinerary-CAPO base walking tour in the morning (and fingerprinting on select Thursdays) and Bus tour in the afternoon(details provided at Area Orientation).
 - ◆ What to bring-Dollars or Euro for the coffee shop stop as well as lunch/shopping.
 - ◆ Thursday is an alternate time available to complete CAPO requirements (Sojourner Permit if not completed on Monday morning, HRO issues for civilians,etc.)
- Disaster Prep Training starts at 0900 for Navy Personnel only. Call 626-5605 for further information, location: Capo AMC Terminal Basement.
- Second week-Schedule for ICR (3 Days) or house hunting.
 - ◆ If the member already is assigned housing i.e. moved into the Support Site, government parco or the barracks, schedule them for ICR by calling the Fleet & Family Support Center.
 - ◆ If the member has not been assigned to housing, make sure required house hunting tour requirement for Housing is met/coordinated before going to ICR.

- ❑ Third week-Schedule for ICR or report to command for work.
 - ◆ If the member was house hunting the week before send to ICR.
 - ◆ If the member went to ICR the week before, he should report to his command.

The first working day after arrival, the sponsor shall assist the newcomer:

- ❑ Check in with the command, as required.
- ❑ Air Force/Army personnel are required to check in with their Element.
- ❑ All civilians must check in within 10 days to receive the paperwork needed to receive a military ID card. Orders are sufficient for AO bus tours on and off bases.

Additional Information on the Following Programs:

Area Orientation

Area Orientation (AO) begins on Tuesday, 0800 at Gricignano, Support Site, Community Center. PCS check-in will cover applications for Italian driver's license, medical and dental record collection & mini briefings from area customer service agencies.

The following actions will be taken when the Newcomer attends Area Orientation:

- ❑ Italian driver's license translation applications will be accepted (test to follow on Wednesday). You must be 18 years or older with valid driver's license in order to register your car, drive and receive gas coupons. **In addition, please ensure newcomers are aware of the requirement to have a copy of their valid stateside driver's license for day one of A.O.**
- ❑ Health & Dental records will be collected. All personnel will be seen at the Naval Hospital or Capodichino Branch Medical Clinic including civilian personnel. Sign up for Tricare Europe, this will enter you into the Hospital's system.(Bring a copy of orders for enrollment to Tricare). Even unaccompanied servicemembers must complete Tricare enrollment process.
- ❑ "PERMESSI DI SOGGIORNO", Sojourner's Permits are required by Italian law. All foreigners including children, except Military members on orders, must apply for a permit within 8 days of their arrival.
 - ◆ In order to start the process you must have (4) passport size photos, and no fee/official passport with entry visa.
 - ◆ Photos for permits are taken at the Fleet And Family Support Center Monday-0730 to 1600 & other work days by appointment
 - ◆ Please bring a copy of your transfer orders for verification of newcomer status.
 - ◆ Air Force & Army family members, Sojourner's Permits are processed at the Provost Marshall's Office at the NATO-AFSouth base in Bagnoli.
 - ◆ All Civil Service employees must apply for their "Permesso Di Soggiorno" before receiving ID cards. In order to get an ID from PSD, You must have your Passport & receipt for the Sojourner's Permit. However, you may get a 90-day (temporary) card without the Sojourner's Permit receipt that will allow you access to the bases & facilities. Please go to HRO.

Tuesday begins with personal greetings from the Naval Support Activity's CO, followed by more mini briefs from the area customer service agencies. On Thursday there will be a bus tour to visit the various military facilities.

INTERCULTURAL RELATIONS PROGRAM (ICR)

Intercultural Relations (ICR) is held at the Fleet & Family Support Center, Support Site Village Forum or various locations at the CAPO base. ICR is a three day class to give newcomers, 13 years or older, survival tips for cultural adaptation. The first two days are class sessions which include language, culture shock, traditions, currency, and hand gestures. The last day is spent downtown Naples to provide hands-on experience with transportation and restaurants. The trip helps participants see some of the highlights of Naples as well as encourage intercultural interaction. Sponsors can schedule classes two months in

advance and are **strongly encouraged** to make child care reservations with MWR. Additionally newcomers can initiate their own arrangements.

CHILD CARE REIMBURSEMENT:

Newcomers requiring child care must make arrangements well in advance of arrival. MWR will provide cost free childcare while parents attend Area Orientation and Inter Cultural Relations (ICR). Services are provided for children six weeks through five years by calling the Capodichino Child Development Center or the Support Site CDC. For children six years through twelve years call the Carney Park Youth Center/Teen Center for before and after school care or for a list of Family Home Care Providers call 626-5116. A Reminder: Please be aware of any need for childcare services during Area Orientation or ICR. This service is on a first come first serve basis, however, with good communication, childcare arrangements can be scheduled prior to your arrival. Vouchers can be obtained at the reception desk at C.D.C. The class facilitator will sign the voucher then you may return it to the C.D.C. front desk for proper credit.

DELIVERY OF HOUSEHOLD GOODS & PRIVATELY OWNED VEHICLES

If planning to live on the economy most Italian homes are much bigger than American homes and apartments. But government quarters average two bedroom is about 900 sq. ft. and three bedrooms run about 1200 sq. ft. There are no BOQ's. There are a limited number of officer quarters available. The waiting list varies from time to time. In order to sign up for government quarters, go to the housing office or apply on Monday after arrival on the MAC flight. Bring a copy of PCS orders; page two documents for Navy personnel, and detaching endorsement, All of these items must accompany application. There are a limited amount of government quarters that accept pets. There is a no dog policy at the support site in effect until further notice. Please see the housing web site for complete details.

POV delivery time has been dramatically reduced due to an agreement with the Italian government. Once your vehicle has arrived in Italy, it will be delivered to the POV Processing Center (POV Lot), NSA Support Site. Upon arrival in Naples, contact the POV Lot to find out the status of the vehicle. You can also go to the American Auto Logistics web site to check the status of your vehicle. Once the vehicle is on the base, bring the following items to register the vehicle at CMVRO: Valid registration/title, proof of insurance, drivers license with Italian translation, copy of PCS orders (civilians-statement of employment), 20 Euro for registration fee and \$5.00 for AFI license plates (cash only). After completing this process you should be able to pick up the vehicle within a 24-hour period.

Information on the Internet		
Name	Web Address	Remarks
S.I.T.E.S.	http://www.dmdc.osd.mil/sites	Download a SITES package about Naples. Lots of good info!
FFSC	http://www.nsa.naples.navy.mil/ffsc/relocation.htm	Relocation information. Download the AO Schedule & other handouts given at the sponsor class.
Housing	http://www.nsa.naples.navy.mil/housing/welcome/welcome.htm	
NSA Sponsor	http://www.nsa.naples.navy.mil/benvenuti/nsasponsor.htm	
Navy Lodge	http://www.navy-lodge.com/	
MWR	http://www.nsa.naples.navy.mil/MWR/mwrmenu.htm	
POV Tracking System	http://www.whereismypov.com/	Find out where your POV is.
Welcome 2 Naples	http://www.nsa.naples.navy.mil/benvenuti/index.htm	
Tour of Naples	http://www.virtourist.com/europe/Naples/01.htm	
US Fish & Wildlife Service	http://faq.fws.gov/permitfaq1.html	Find out how to ship your pet (other than a cat or dog) from the states.